SUMMARY:

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is as a not-for-profit society that operates and manages innovative cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean and Arctic environments. ONC’s cable arrays host hundreds of sensors distributed in, on and above the seabed, along with mobile and land-based assets. These strategically located instruments address key scientific and policy issues (subsea earthquakes and tsunamis, ocean acidification, marine biodiversity, etc.) within a wide range of environments.

The Corporate Services division supports the operations of the organization including Human Resources, Facilities, Information Technology, and Project Management, and conducts activities in support of ONC’s strategic priorities.

Reporting to the Corporate Services Coordinator, the Administrative Assistant HR and Facilities, supports the effective and efficient operations of the Corporate Services office, by providing administrative support to the Corporate Services team. This position is primarily responsible for providing administrative support for Human Resources, office administration and facilities management. This position will also provide surge support to the ONC reception desk and event planning as required and coverage for other ONC Administrative Assistants during absences and vacations performing duties of a similar complexity and payband level.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Human Resources Administration 60%

Duties:
- Support the Corporate Services team on HR/employment related activities, projects and initiatives
- Support ONC recruitment activities by: posting positions to UVic Careers; preparing interview documents; scheduling interviews and arranging for travel if required; administering reference checks; drafting offer letters; etc.
- Create and complete other HR related documents, forms, files and reports as needed (RFAs, AOS,PSC,CTO payouts, etc.) to facilitate unit and organizational decision making
- Update organization charts
• Coordinate the onboarding of new staff including assisting with orientation and/or training new employees on office systems, outlook calendars, office equipment and telephones
• Prepare new employee welcome package
• Serve as first point of contact for staff inquiries regarding Web Leave, vacation, special leave, etc.
• Track employment contract details to ensure contract extensions or changes are applied for on time by supervisors
• Liaise with UVic staff in departments such as HR, Payroll and Accounting as required
• Support the maintenance of ONC personnel records management system, including digital and hard copy, making recommendations for maintenance and improvement, etc.
• Provide support for WCB claims/paperwork
• Ensure all HR, Facilities and Corporate manuals are up-to-date

2. Responsibility: Facilities 20%

• Coordinate building logistics including equipment and facility repairs, improvements and assist with the delivery of facilities management such as scheduling maintenance
• Coordinate staff moves liaising with UVic Properties
• Support workplace accommodations by securing equipment, liaising with UVic Properties management, etc.
• Provide support to staff with equipment issues such as photocopier, plotter printer and ensure supplies are available.
• Ensure facility and meeting rooms tidy and maintained

3. Responsibility: Corporate Administration 10%

Duties:
• Create, update and edit Corporate Services templates and files in ALFRESCO and Confluence
• Provide purchasing support to staff (e.g. Webreqs, direct award, etc.)
• Assist staff with placing orders with UVic Printing by placing order and liaising with print shop staff to ensure timely completion of order
• Research products to be purchased; acquire quotes from suppliers; complete approved purchases following established Purchasing and Accounting processes, procedures and policies
• Provide assistance to the Corporate Services staff as required
• Assist with the maintenance of ONC records management system, including digital and hard copy, making recommendations for maintenance and improvement, etc.
• Maintain multi-function copier machine, shredder etc. shared by staff including troubleshooting errors, minor maintenance and arrange repairs and service as required
• Provide coverage for the other ONC Administrative Assistants during absences and vacations performing duties of a similar complexity and payband level

4. Responsibility: Reception 10%

Duties:
• Support the front desk reception in the day to day operation of reception activities as required including; opening, and organizing meeting rooms; responding to counter requests and greeting visitors; etc.
• Answer telephone and email inquiries and triage as appropriate
• Assist with bookings for the ONC conference rooms, projectors and research equipment, including ordering catering for special meetings, etc.
• Provide coverage for the ONC Administrative Assistant Reception during absences and vacations
• Other duties as assigned
REQUIRED QUALIFICATIONS:

**Skills:**
- Ability to manage multiple demands, interruptions and deadlines, problem-solve and maintain a high degree of accuracy.
- Ability to work independently and to take initiative to organize a very heavy and varied workload in order to meet competing critical deadlines.
- Excellent organizational skills including attention to detail, time management, and ability to multi-task in a fast-paced environment.
- Exceptional administrative skills including meeting and calendar coordination.
- Strong communication and interpersonal skills with demonstrated ability to relate well and work effectively within a team environment, as well as the larger UVic community and external agencies.
- Experience in effectively maintaining the confidentiality of highly personal and sensitive information.
- Ability to work independently with limited supervision and resolve tasks and/or problems by exercising judgement and innovation, and employing critical thinking and/or analysis.
- Ability to take initiative and improve processes where possible
- Ability to work under pressure and meet strict and often emergent deadlines
- Ability to communicate with tact and diplomacy
- Strong written and verbal communication skills
- Ability to occasionally expected to lift, bend, reach, push and carry a weight up to 25 lbs (approx. 11 kgs)

**Specialized Knowledge/Education:**
- Knowledge of Human Resources administrative processes and procedures
- Advanced level of computer skills including MS Office (Word, Excel, PowerPoint) applications is required
- Good working knowledge of the UVic FAST Accounting and HR system
- Experience with databases such as Confluence and Alfresco would be an asset

**Experience:**
- Minimum of 3-5 years of corporate administration and/or Human Resources administrative experience preferably in an academic, research or scientific-based complex work environment
- Strong customer service background and experience in dealing with highly sensitive, and confidential issues is essential
- Experience with UVic policies and procedures desirable

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